

Records Management Policy

Section 1 - Introduction

(1) This policy provides a framework for the management of University records (as defined by the [State Records Act 1998](#) as amended from time to time) in accordance with the legislative requirements, standards and best practices which are applicable to the activities of the University. The policy ensures that records of the University that are of enduring evidential or informational value are managed, protected and preserved for future reference, contributing towards the development of efficient and effective knowledge management at the University of Newcastle.

Section 2 - Policy Scope

(2) This Policy applies to all records created, received or maintained by University staff, conjoints, students, volunteers, work experience placements and members of advisory and governing bodies, in all campuses, locations and controlled entities of the University, and at all times while engaged in University business or otherwise representing the University.

Section 3 - Policy Intent

(3) The purpose of this policy is to establish a framework for records management at the University of Newcastle.

Section 4 - Policy Principles

Obligations under the State Records Act 1998 (NSW)

(4) The [State Records Act 1998](#) (the Act) provides for the creation, management and protection of the records of public offices of the State and for public access to those records. The University of Newcastle is committed to meeting its responsibilities under this [Act](#) and to implement best practice in its records management practices and systems.

The Establishment of a Records Management Program

(5) The University will aim to meet its requirement to establish a records management program under the [Act](#) and any associated standards, policies and guidelines. Creation and implementation of this program is the responsibility of the Manager, Records Governance Services with all business unit managers being responsible for implementing a program in their own area in consultation with the RGS.

Electronic Records and TRIM

(6) All electronic records should be stored within the EDRMS HP Records Manager. The use of other systems by business units to capture and manage records in an electronic format must first be approved by the RGS. If the Business Unit is unable to access HP Records Manager, records should be managed in consultation with the RGS.

Disposal

(7) Records will be retained for the minimum retention timeframe as specified in the general retention and disposal authorities issued by the [State Records Authority of New South Wales](#). Additional retention timeframes may apply to satisfy the University's administrative, legal or financial needs. Retention requirements specified or implied in other legislation must also be satisfied.

Status and Details

Status	Historic
Effective Date	29th November 2013
Review Date	31st December 2019
Approval Authority	Vice-Chancellor
Approval Date	29th November 2013
Expiry Date	22nd October 2018
Responsible Executive	Jeanette McElhinney Manager, Records Governance Services
Enquiries Contact	

Glossary Terms and Definitions

"Electronic records" - Records communicated and maintained by means of electronic equipment. This is including, but not limited to, emails and electronic documents and spreadsheets.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.